

JOB DESCRIPTION

Job Title: FLEX Alumni Facilitator (part-time)
Reports to: American Councils Country Director, Michael Johannes
Issuing Date and Application Deadline: Issue date: February 13, 2018 Deadline for application: March 01, 2018

POSITION OVERVIEW

(summarize in 2 – 3 sentences the overall mission of the job)

The FLEX Alumni Facilitator position is designed for a FLEX Alumna/Alumnus to develop and facilitate cultural discussions for students in Ashgabat and the regions between mid-July and mid-August. The job is great for someone who has activity organization experience and enjoys a fast-paced, challenging work environment.

OBJECTIVES

(main duties and responsibilities)

FLEX Alumni Facilitator will be requested to:

- Attend Training of Trainers (ToT) in March in Ashgabat;
- Research ideas and content on specific topics to be included into sessions curriculum;
- Develop, draft and maintain project curriculum and session plans;
- Collaborate with Lead Trainer to prepare discussions;
- Design presentations and activities that follow the Project Design and Management planning guidelines;
- Utilize interactive tools and methods;
- Cooperate with other Facilitators in order to prepare for sessions in advance;
- Conduct culture discussion sessions between mid-July and mid-August in Ashgabat and Regions utilizing ideas developed during the ToT;
- Facilitate discussions as per the guidance of the lead trainer and the schedule prepared by the U.S. Embassy, Public Affairs Section;
- Assist participants during discussions to answer questions while also using interactive methodologies;
- Coordinating with PAS and American Councils on all stages of the project.

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FLEX Alumni Facilitator (part-time)

Required Skills and Competencies:

- Successfully participated in and completed the FLEX program;
- Turkmen citizenship;
- Experience in activity/project organization;
- Previous experience in FLEX Alumni activities;
- Strong leadership and ability to organize, encourage and motivate peers
- Creativity, initiative, and problem-solving skills;
- Ability to manage time, respect for rules, accountability, and understanding of the need for quality in their work;
- Computer skills: MS Programs.

Education and Experience:

- Higher Education a positive but not necessary for an otherwise strong candidate;
- High oral and written proficiency (fluency preferred) in English language. Fluency in both Russian and Turkmen is an asset;
- Teaching experience is preferred.

About American Councils and Employment Benefits:

American Councils is a legal entity in Turkmenistan under the Foreign Assistance Agreement between governments of the United States and Turkmenistan for the purpose of implementing US Embassy education and cultural exchange programs in Turkmenistan. Staff receive a market salary, a monthly health stipend, work only a 5 day/40 hour week. American Councils maintains a friendly, informal office environment. For further information, please call +993-12-36-90-16.

Application instructions:

Please, send a complete application package consisting of:

1. Resume/CV;
2. Cover Letter highlighting motivation for the position.

Email applications to flexalumni@americancouncilstm.org include "FLEX Alumni Facilitator" in the subject line of your email.

Application deadline:

March 01, 2018